ITD 3172 (Rev. 11-06)

# Application For Vehicle Or Vessel Manufacturer License Idaho Transportation Department



## **Instructions**

This packet contains the forms required to license a vehicle or vessel manufacturer in Idaho.

Idaho requires that manufacturers who are annually building, five (5) or more trailers over 2,000 pounds or vehicles/vessels that require a title, to obtain a manufacturer license. If these products are being sold retail to the public the manufacturer is also required to obtain a dealer license (ITD 3170). The manufacturer license does not require that the business provide the state with a bond.

The state requires the manufacturers of vehicles/trailers to submit a proper Vehicle Identification Number (VIN) configuration. The VIN is a seventeen (17) character number that contains an identifier for the business. Manufacturers of vessels are required to submit a proper Hull Identification Number (HIN) configuration. The HIN is a twelve (12) character serial number that uniquely identifies the vessel.

The state also requires that the manufacturer submit for approval a sample Manufacturers Certificate of Origin (MCO) (Also know as MSO, or Manufacturers Statement of Origin) on approved safety paper. The Dealer Operations Program Supervisor of the Idaho Transportation Department will determine if the MCO or MSO meets the minimum standards required.

For more detailed information regarding the VIN/HIN configurations or Idaho's standards for the MCO, please contact Dealer Services at (208) 334-8681.

If the applicant's business is in the name of a Corporation, Limited Liability Corporation (LLC), or Limited Liability Partnership (LLP), a copy of the Status from the Secretary of State's Office must be submitted. If the applicant is an individual company or corporation doing business under any other name, an assumed or fictitious name filing must be applied for and recorded with the Secretary of State's Office. Submit verification of the filing with this application.

A certificate of liability insurance is required for insurance in the amount of not less than \$25,000 bodily injury or death for one person or \$50,000 for two people and \$15,000 for injury or destruction of property. (Effective July 01, 2006)

WARNING: It is recommended that you call Dealer Services at (208) 334-8681 to make sure a Doing Business As (DBA) name is not deceptively similar to another business name before submitting the application to the Idaho Transportation Department.

Submit the completed application, required attachments, and fees to: Vehicle Services

Idaho Transportation Department

PO Box 34

Boise ID 83731-0034

Upon receipt of the required information and fees, the Dealer Licensing Unit will assign a Motor Vehicle Investigator to inspect the principal place of business for compliance with the Dealer/Salesman Licensing Act and ITD Rules.

Applicants are cautioned to allow at least <u>30 days for license processing</u>. Failure to complete all the necessary forms and supply the required information may delay this process.

### **Licensing Fees**

Initial Application New Manufacturer\$1	15.00
Manufacturer License Plates (Each) Includes \$2.00 mailing fee\$	20.00
Change of Location\$	25.00
Duplicate Documents (Each)\$	10.00
Factory Representatives (Each)\$	25.00

## Fee Calculation

Manufacturer License Fee \$					
# of Factory Repsx \$25 \$					
# and Type of Manufacturer Plates Requested Regular Plates					
Motorcycle Plates					
Total x \$20.00 \$					
TOTAL AMOUNT DUE \$					

#### Idaho Checklist

☐ Fees enclosed (make check payable to Idaho Transportation Department)
☐ Application completed in full with all signatures of the owners/officers/directors <u>notarized</u>
☐ Proof of Corporate, LLC, or LLP Status from the Secretary of State's Office and a list of officers
☐ Proof of fictitious or assumed name recording (including all owners' names) from the Secretary of State's Office
☐ VIN/HIN configuration
☐ MCO/MSO sample
☐ Personal History form (ITD 3171) for each owner/officer/director/partner/factory representative
☐ Liability Insurance Certificate

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Application Date	Number of Regular Size Pl	ates Requested	Number of Moto	rcycle Size Plates Requested
Type of Application (Check	one) (A Separate Applica	ition Must be Complete	d for Each Type)	
☐ New Application	☐ Change of Location	☐ Change of	Ownership	☐ Change of Business Name
Type of Vehicle/Vessel Ma	nufactured (Check All Th	nat Apply)		
Automobile ATV	<del></del>	ational Vehicle r over 2,000 lb.	☐ Vessel ☐ Personal Wat	☐ Snowmobile er Craft
Manufacturer Information	(Check One) (Complete Al	I the Information Requ	ested Below and Se	e Instructions on Page 1)
☐ Individual ☐ Partne ☐ Limited	ership d Liability Partnership (LLP)	☐ Corporation ☐ Limited Liabilit	y Corporation (LLC)	
Owner's Name(s) or Corporation	n/LLP/LLC Name			
	the Secretary of State's (			owner's name to file a Certificate of ration from this requirement, unless
Firm or Trade Name (DBA)				
Mailing Address				Firm Telephone Number
Street Address, City, State, Zip				Fax Telephone Number
Directions to Manufacturer (If C	Other Than a Street Address	)		
Name of Person or Persons Ha	ving Legal Custody of Real	Property		
List the name and title of each for each individual listed below			the business. A Pers	onal History (ITD-3171) is required
Name	•	Title		
Name		Title		

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# *Idaho Code 49-1610* requires appointment of the Director of the Idaho Transportation Department as a legal agent for the manufacturer.



Complete appropriate section below. All signatures must be notarized.

Section I Individual Includes both husband	and wife.					
I certify under Penalty of Perjury that I am						
process(es) in any action(s) that may hereafter	Transportation Department as my true a be commenced against me and/or my manutinue during the period covered by any lice	tained in this application are true and correct.  and lawful agent for the purpose of the service of sufacturing business for alleged violations of <i>Chapter</i> cense that may be issued to me and so long thereafter				
Signature	·					
Section II (Check One) ☐ Partnership ☐	Limited Liability Partnership					
We certify under Penalty of Perjury that we		)sociated in the ownership of the business, and that all				
answers and information contained in this appl		or the outsides, and that the				
process(es) in any action(s) that may hereafter	be commenced against us and/or our man ntinue during the period covered by any li	and lawful agent for the purpose of the service of sufacturing business for alleged violations of <i>Chapter</i> cense that may be issued to us and so long thereafter				
Signature	Signature	Signature				
Signature	Signature	Signature				
Section III (Check One) Corporation All owners, partners, or a majority of corporate  I/We certify under Penalty of Perjury that Idaho, and that all answers and information con	officers must sign.  (Name of Business) is incorporated in the state	e of Idaho and is authorized to transact business in				
I/We, as Officer(s) of the Corporation, hereby for the purpose of the service of process(es) i	appoint the Director of the Idaho Transpon any action(s) that may hereafter be cor <i>Code</i> . This agency shall continue during t	ortation Department as my/our true and lawful agent mmenced against my/our manufacturing business for the period covered by any license that may be issued to				
Officer's Signature	Officer's Signature	Officer's Signature				
Officer's Signature	Officer's Signature	Officer's Signature				
STATE OF IDAHO  COUNTY OF	) ) ss:					
On this day of	, before me, th	ne undersigned, a Notary Public in and for said state,				
		day and year the certificate was first above written.				
(SEAL)		OTARY PUBLIC for the state of Idaho				
	My commission ex	rnires				